



**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

ADDENDUM #1

REQUEST FOR QUOTE 010/FY12

**MAILING SERVICES OF SAMPLE BALLOT TO ROCKVILLE
REGISTERED VOTERS FOR CITY ELECTION**

ATTENTION ALL BIDDERS: This addendum is issued to clarify, add to, delete from, correct and/or change the bid documents to the extent indicated and is hereby made a part of the said bid documents. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space below. Failure to do so may subject your quote to disqualification. The addendum may also be downloaded from the City's website at: www.rockvillemd.gov.

The following is provided for additional clarity to the IFB process:

1. Q: Could we see a proforma sample ballot?

A: A sample ballot from the 2009 election has been posted on the City's web site and eMaryland Marketplace. Here is the link to the City's web site:

<http://www.rockvillemd.gov/business/announcements/Ballot%20Mailer09.pdf>

2. Q: Can the 10 mile radius requirement for the vendor's location be adjusted?

A.: The requirement that the successful contractor be located within 10 miles of City Hall **has been eliminated in its entirety**. Please see the strikeout version of Paragraph 2, page 2 of RFQ 010/FY12 below:

2. VENDOR LOCATION

The successful Bidder shall be located (or have a facility) within 10 (ten) miles of the City of Rockville, City Hall (111 Maryland Avenue, Rockville, MD 20850). This vendor location must be able to provide the mailing services as outline in Item 1. (a)- (i) above.

3. Q: What were the bid results the last time this work scope was awarded?

A. RFQ 014/FY10 was the last time this work scope was awarded. Here is a link to the bid results. This work scope was based on approx.30,000 registered voters:

<http://www.rockvillemd.gov/business/bidresults/fy2010/RFQ014-10.htm>

4. Q: We have some questions about the specification outline in 1e (page 2 of the RFQ), could you clarify:

A. Please delete 1 e (page 2 of the RFQ):

~~e. Fold (into quarters), tab seal (on 3 sides) and address the Sample Ballots. Final folded size of Sample Ballots is 8-1/2" x 5-1/2".~~

And replace as follows:

e. Fold (into quarters), tab seal (on 2 sides) and address Sample Ballots. City will provide flat 11x17 60# printed piece. Vendor will be responsible for 8-page French fold, 2 tabs on the open side, final folded size of Sample Ballots is 8-1/2" x 5-1/2".

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ISSUED BY: PAT RYAN, BUYER II, 9/30/2011

ACKNOWLEDGE RECEIPT OF ADDENDUM NO 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

NAME OF BIDDER: _____

BID DUE DATE: (UNCHANGED): 2PM, FRIDAY, OCTOBER 7, 2011